Manitoba

ANNUAL REPORT

1983 ~ 1984

Municipal Affairs

86-04348/

MANITOBA

MINISTER OF MUNICIPAL AFFAIRS
WINNIPEG
R3C 0V8

Her Honour Pearl McGonigal
Lieutenant Governor of Manitoba
225 Legislative Building
Winnipeg, Manitoba
R3C 0V8

May it Please Your Honour:

I have the privilege of presenting to you the second Annual Report of the department of Municipal Affairs. The report details the activities of my department for the fiscal year ending March 31, 1984.

Respectifully submitted,

Andy Anstett

MANITOBA

DEPUTY MINISTER OF MUNICIPAL AFFAIRS

WINNIPEG R3C 0V8

The Honourable Andy Anstett
Minister of Municipal Affairs
330 Legislative Building
Winnipeg, Manitoba
R3C 0V8

Sir:

It is a pleasure to present to you the second Annual Report of the Department of Municipal Affairs which details activities of the department for the year ending March 31, 1984.

Respectfully submitted,

G. D. Forrest

Manitoba Municipal Affairs

Role and Mission Statement

A simple and direct legislative linkage connects Manitoba municipalities to the Province. Within the parameters of this legislation, municipal councils are corporate and independant decision making bodies, responsible for managing the affairs of Manitoba's local governments.

Municipal Affairs Manitoba has provided the liaison linkage between the two authorities for close to a century.

Roles played by the Department include those of policy maker, source of professional expertise, liaison officer, regulator and monitor, advisor to and advocate of local government.

Department roles and functions have evolved and will continue to evolve concurrent with the roles and functions of local governments.

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Report of The Deputy Minister

In a report of this nature it seems appropriate to relate the activities of the department to the municipalities which it serves. With 91 municipalities having celebrated centenaries, one must reflect upon the mature nature of local government institutions in Manitoba. The degree, and sophistication of services provided by municipalities has accelerated rapidly in the past 25 years. This is co-incident with improvements in administration, and technology, and the capacity exhibited by those elected and appointed officials who are involved in local government.

Beginning with the appointment of a Municipal Commissioner, the Province of Manitoba established a dual relationship between itself and its municipalities: a regulatory function to ensure compliance with provincial standards, and a consultative function to provide assistance to local officials in their policy administration.

While the process of municipal growth and development will continue to evolve, the contributions made to date by municipal representatives should be acknowledged. In particular the cooperation and assistance of the organizations which represent local government — The Union of Manitoba Municipalities, The Manitoba Association of Urban Municipalities, and The Manitoba Municipal Administrators' Association — are deserving of recognition. The significant growth in emphasis on consultative, cooperative efforts between departmental representatives and municipal officials frames this report of the more tangible aspects of the operation of the Department of Municipal Affairs.

In 1983/84 Manitoba municipalities continued to maintain strong and healthy financial positions, demonstrating an awareness of current economic trends, and the need for sound planning for future growth.

The Department is proud of its Main Street Manitoba program which was introduced in 1982. Costshared grants paid to municipal governments and local business people are revitalizing Manitoba downtowns. This year the Village of Erickson project was completed; agreements were signed with five communities; seven projects were approved in principle, and seven more projects were recommended for approval.

The Municipal Council Conflict of Interest Act was approved this past year. The intent of the legislation is to permit municipal councillors to have direct business dealings with the municipality without fear of conflict of interest.

The Manitoba legislature approved Bill 105, an Act to Amend The Municipal Assessment Act, which upon proclamation will give the Lieutenant-Governor-in-Council the authority to establish property classes and assign portions to each property class for taxation purposes. Research into property classifications and portioning is continuing within the Research Section of the Department to ensure a logical, realistic framework for Assessment Reform.

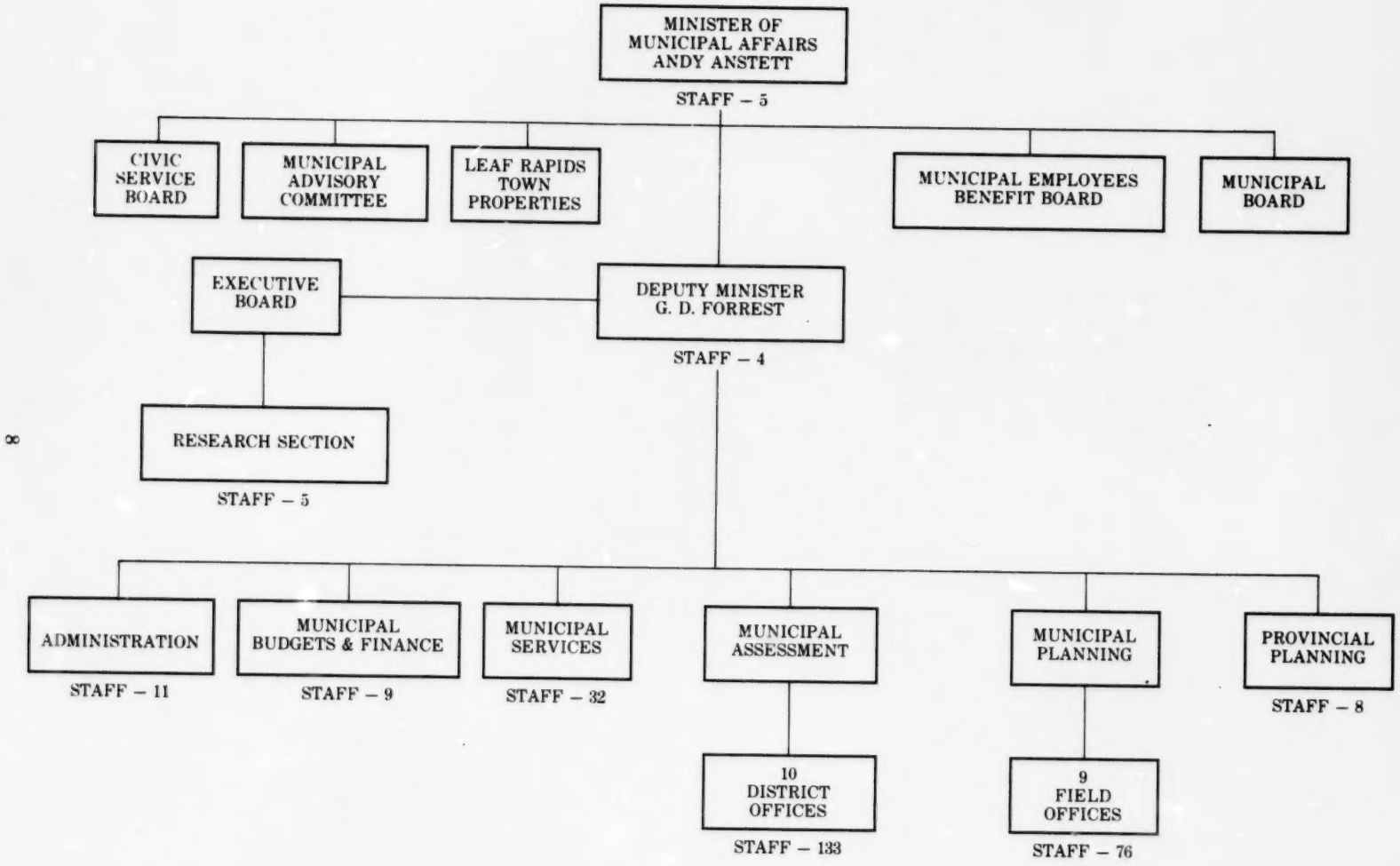
The Department's Planning District program was augmented with the formation of four new Districts, involving eight municipalities. There are now 59 municipalities in 21 Planning Districts.

A series of seminars for newly elected councillors was well attended, as were seminars for municipal administrators. The educational aspect of departmental assistance to municipalities has increased significantly.

Municipal centenaries were celebrated in 21 communities in 1983/84.

John Acthim, Chairman of the Municipal Board, retired following distinguished service to municipalities and the provincial government. His contribution deserves particular recognition in this report.

Maintaining the tradition of service to municipal government in Manitoba will remain the greatest challenge for the Department of Municipal Affairs in 1985. The Annual Report for 1984 highlights the program activities delivered to municipalities during the past year.



MARCH 31, 1984

Administration Branch Report

Internal policy guidance and general operations are administered through this Branch. Functions include payroll, budgeting, expenditure control, personnel and staff training.

Soldiers Taxation Relief By-laws are administered.

In the year ending March 31, 1984, $2,611.04 was paid to seven municipalities including the City of Winnipeg.

Municipal Assessment Branch Report

The Branch provides full assessment services to all local governments in the Province except for the City of Winnipeg and to certain unorganized territories in Northern Manitoba. Services are directed by the Provincial Municipal Assessor in Winnipeg and carried out by staff located in ten Manitoba communities.

All costs of the assessment program are recovered from municipal sources except for those costs associated with services unrelated to the assessment program. These include the costs of preparing equalized and balanced assessments, research, staff training, education, and special projects requested by government.

Assessment services are extended through the following major programs.

Assessment Revision

The revision program maintains and annually updates such records as property ownership, legal descriptions, assessed values, address changes.

Property transactions processed through the Land Titles Offices updated assessment and taxation rolls. Changes in value, property descriptions, ownership and lessees updated assessment and taxation rolls as follows:

Total Clients Served

201 Municipalities + Unorganized Northern Communities

1982	103,879
1983	115,876
% Difference	+ 11.5

Properties added to assessment and taxation rolls were as follows:

Number of Properties	Value of Additions
1983	
Business Property	
992	$ 1,779,560
Real Property	
8,774	$29,819,210
Personal Property	
246	$ 1,754,660
Total	
10,012	$33,353,430

The recession of the early 1980's appears to have "bottomed out" slightly which is indicated by the increase in the assessment revision workload.

Courts of Revision were held in each municipality to revise real property, business property and personal property assessment rolls. The majority of all complaints, except in the Thompson District in Northern Manitoba were appeals against the liability of farm dwellings to taxation.

Complaints and Appeals

Courts of Revision*	2,580
Municipal Board	60
Court of Queen's Bench	12

Total Clients Served

201 Municipalities + Unorganized Northern Communities

*This figure does not include appeals lodged by the assessor.

General Reassessment

The level of value at which property is assessed has remained essentially unchanged since 1979, when the Branch established a policy to assess at 20% of the 1975 level of value. This percentage figure and base year is used to make sure values can be compared not only between individual properties but between municipalities regardless of the year in which a general re-assessment was carried out.

The following municipalities were assessed for 1984 taxation purposes.

Rural Municipalities - 16	Total Clients Served
	Roll Entries
R.M. of Argyle	1,850
R.M. of Archie	1,097
R.M. of Dauphin	3,240
R.M. of Dufferin	2,118
R.M. of Elton	1,271
R.M. of Gilbert Plains	1,742
R.M. of Grandview	1,414
R.M. of Lac du Bonnet	4,192
R.M. of Lakeview	1,221
R.M. of North Cypress (farm buildings only)	400
R.M. of Pipestone	2,892
R.M. of Ritchot	2,416
R.M. of Roblin	1,362
R.M. of Rosedale	1,624
R.M. of Sifton	1,907
R.M. of Wallace	3,121
Towns - 1	
Town of Souris	1,141
Cities - 1	
City of Flin Flon	1,600
Local Government Districts - 2	
L.G.D. of Armstrong	3,735
L.G.D. of Park	1,576
Northern Manitoba - 3	
Dallas Red Rose	340
Harwill	145
Miscellaneous Interlake	236
Total - 20 Municipalities + 3 Unorganized Northern Communities	40,640 roll entries

Reassessments were started but not completed in the following municipalities:

Rural Municipalities - 10	Total Roll Entries
R.M. of Daly	1,190
R.M. of Grey	2,479
R.M. of Langford	1,082
R.M. of Lansdowne	1,480
R.M. of South Norfork	1,553
R.M. of Springfield	3,000
R.M. of Swan River (farm buildings only)	744
R.M. of Victoria	1,592
R.M. of Westbourne	2,700
R.M. of Woodworth	1,780
Towns - 1	
Town of Stonewall	1,308
Villages - 3	
Village of Arborg	700
Village of Riverton	554
Village of Teulon	630
Cities - 2	
City of Brandon (business property only)	1,057
City of Thompson	1,800
Local Government Districts - 2	
L.G.D. of Alonsa	4,206
L.G.D. of Mountain South (farm buildings only)	231
Total - 18 Municipalities	28,086 roll entries

Assessment levels were "frozen" with the passage of Bill 100 in February 1980. Bill 33, passed in 1982 extended the freeze indefinitely. Bill 33 also gives the Lieutenant-Governor-in-Council authority to suspend at any time the "freeze" on assessment levels of value.

Total Taxable Assessment ($1,000)

In 1983, the total taxable assessment for the Province, excluding the City of Winnipeg was:

	Total Taxable	Municipal Units	Roll Entries
Real Property	782,931	105 Rural	217,100
Business Assessment	10,049	Municipalities	
Personal Property	11,165		
Real Property	269,071	35 Towns	48,430
Business Assessment	14,041		
Personal Property	9,107		
Real Property	18,203	40 Villages	18,203
Business Property	57,715		
Personal Property	2,496		
Real Property	207,529	4 Cities	25,695
Business Property	16,038		
Personal Property	2,690		
Real Property	64,879	17 L.G.D.'s	44,615
Business Property	1,399		
Personal Property	2,094		
Real Property	6,955	Northern Manitoba	8,818
Business Property	313		
Personal Property	34		
TOTALS	$1,458,909	201	326,861
		Municipal Units + Unorganized Northern Communities	

Equalized Assessment

Legislation was enacted in 1983 (Bill 105) which "froze" the 1984 and subsequent years' equalized assessments in the province at their 1983 amounts.

The only adjustments that will be permitted are those changes which are specified under Section 5 of "An Act Respecting the Assessment of Property for Taxation".

Equalized assessment figures for the province including the City of Winnipeg are:

	1983	1984	% Change	Total Clients Served
Rural Municipalities	721,143,970	730,606,160	1.42	105
Towns	261,462,860	264,190,500	1.04	35
Villages	55,423,060	56,235,120	1.50	40
Cities (Except Winnipeg)	205,431,930	209,386,210	1.92	4
Local Government Districts	72,092,990	73,599,950	2.09	17
Northern Manitoba	10,669,800	11,145,520	4.46	
Winnipeg	1,924,070,670	1,944,773,950	1.07	1
Total	3,250,295,280	3,289,937,410	1.24	202 Municipalities + Unorganized Northern Communities

Special Projects

The 1982 report of the Manitoba Assessment Review (Weir) Committee recommended an internal restructuring of the Assessment Branch to expedite reform measures. Staff have been working on developing and implementing a computerized assessment system and the necessary Branch reorganization required to administer and manage a computerized assessment service.

Preparatory work on a public information campaign, explaining the "how" and "why" of assessment was begun early in 1984.

Balanced Assessment

The balanced assessment is calculated under provision of The Public Schools Act and forms the basis for the calculation of school levies.

Municipal Budget and Finance Branch Report

The Municipal Budget and Finance Branch is responsible for the development and maintenance of policies and legislation necessary to ensure the financial stability and viability of Manitoba's municipalities in the areas of accounting and auditing, capital borrowing and grants administration.

Accounting and Auditing

Branch staff meet regularly with municipal officials and administrators and provide assistance in all areas of financial management and municipal accounting.

The Municipal Audit Program is conducted by 33 auditors assigned by the Minister of Municipal Affairs to all municipalities excluding the Cities of Brandon and Winnipeg. Assignments are normally held for five years, then rotated. An attempt is made to avoid assigning auditors to municipalities in which their practice is located. Auditors appointed are either self employed or practice in partnership with other chartered accountants. The Branch publishes an annual "Statistical information respecting the Municipalities of Manitoba", a compendium of audited financial information.

In 1983, audited financial statements indicated Manitoba municipalities continued to maintain favourable financial positions as indicated by the following statistical information.

Municipal Revenues

Municipal Revenues by major source for 1983 with comparative figures for 1982 were as follows:

Other Revenue* ($000)		General Municipal Tax ($000)		Grants in lieu of Taxes ($000)		Provincial Municipal Tax Sharing ($000)		School Tax ($000)		Total Clients Served
1983	1982	1983	1982	1983	1982	1983	1982	1983	1982	
13,008.4	13,081.0	42,389.3	40,486.2	3,841.7	3,390.0	5,043.2	4,857.2	59,471.2	56,163.5	105 R.M.S.
5,214.5	5,314.6	3,233.2	2,999.9	5,578.4	5,629.5	793.8	792.0	5,530.5	5,009.8	17 L.G.D.'s
2,247.1	2,042.0	5,659.5	5,279.6	537.8	503.8	780.2	748.1	4,768.8	4,522.6	40 Villages
8,637.8	7,778.5	25,689.5	24,384.1	5,046.8	4,818.5	2,726.0	2,619.4	21,655.4	20,972.3	35 Towns
7,349.7	6,710.5	20,759.3	18,955.2	13,910.5	13,137.9	2,213.7	2,158.6	14,952.4	14,335.6	4 Cities
119,933.9	116,741.6	235,784.3	222,950.7	44,289.4	41,591.4	17,202.0	16,557.6	165,040.2	157,409.2	Winnipeg
156,391.4	151,668.2	333,515.1	315,055.7	73,204.6	69,071.1	28,758.9	27,732.9	271,418.5	258,413.0	202 TOTAL
% Change +3.1		+5.9		+6.0		+3.7		+5.0		

*Licences, permits, fines, sales of goods, rents, return on investments, Local Government Support Grants.

Municipal Expenditures

Municipal Expenditures for 1983 with comparative figures for 1982 were as follows:

General Government ($000)		Protection ($000)		Transportation ($000)		Recreation ($000)		Debt Charges ($000)		Other* ($000)		Education ($000)		Total Clients Served
1983	1982	1983	1982	1983	1982	1983	1982	1983	1982	1983	1982	1983	1982	
11,440.2	10,449.1	2,080.4	1,899.6	29,107.3	26,542.3	2,492.6	2,118.9	1,158.8	1,035.8	14,670.9	15,891.9	61,207.7	57,832.9	105 RM
3,656.5	3,323.8	791.3	711.7	4,147.9	4,088.9	1,149.1	1,282.5	18.5	26.7	2,201.8	2,296.2	8,319.9	7,734.3	17 LGD
1,927.4	1,748.9	885.0	788.7	2,362.9	2,184.8	636.0	539.2	388.1	358.5	2,573.7	2,438.4	5,000.9	4,748.1	40 Vil.
5,481.9	5,009.7	5,983.3	5,239.5	7,228.0	6,920.9	4,511.4	4,065.9	3,749.7	3,898.7	12,371.2	11,417.9	23,877.7	23,293.4	35 Town
5,328.5	4,675.5	8,640.0	7,927.8	7,100.0	7,119.3	5,337.1	5,059.2	3,970.1	3,922.4	8,483.3	8,161.4	20,406.7	19,579.0	4 City
40,364.0	35,353.4	110,444.6	97,239.5	76,152.8	71,139.1	54,096.1	51,675.7	62,944.2	61,781.7	66,026.2	63,672.1	183,991.4	175,082.4	Wpg.
68,198.5	60,560.4	128,824.6	113,796.8	126,098.9	117,995.3	68,212.3	64,741.4	72,229.4	71,023.8	106,327.1	103,877.9	302,804.3	288,250.1	202 T.
% Change 12.6		13.2		6.9		5.4		1.7		2.4		5.1		

*Public Health, Social Welfare, Environmental Planning, Economic Development.

Capital Borrowing

A summary of capital borrowings for the calendar year ending December 31, 1983 follows:

Municipal	1983	(Increase Decrease)
No. of Applications	65	10
No. of Municipalities	33	(3)
Amount of Borrowing Authorized	$8,220,911.08	36.0%
Amount of Debentures Issued	$6,871,477.16	(18.5%)
School		
No. of Applications*	49	—
No. of School Divisions	21	(1)
Amount of Borrowing Authorized	$13,313,988.88	(35.3%)
Amount of Debentures Issued	$8,960,000.00	(17.9%)

*for capital works initiated by The Public Schools Finance Board and debentures purchased by The Department of Finance of Manitoba.

NOTE: City of Winnipeg not included.

Municipal debentures issued in 1983 amounted to $6,871,477.16 as indicated above, and were sold as follows:

	1982	1983
Fiscal Agent Sales	$1,554,000.00	-0-
Local Municipal Sales - Public	7,500.00	194,316.76
Municipal Own Reserve Funds	857,722.97	741,390.42
Other Municipal Authorities	26,000.00	-0-
Minister of Finance of Manitoba on behalf of:		
— Manitoba Water Services Board	173,468.31	1,189,622.11
— Agricultural Services Centre Agreement	1,058,841.41	847,508.23
— Manitoba Public Insurance Corporation	4,749,902.08	3,902,639.64
	$8,427,434.77	$6,871,477.16

The interest rate concerns of the previous several years eased considerably in 1983. The market rates have not dropped as low as might have been expected, but a considerable degree of stability became evident. The rates fluctuated only about 1¼ percentage points in the range of about 12¾% to 14.0% for 20 year term debentures. Nonetheless, interest rates remain a point of concern in an economy which is in an uneasy period of recovery with inflation rates down remarkably to about 4.5%. Despite the low rates of inflation there are several areas of concern in the economy which are causing the interest rates to remain relatively high, but stable.

The Minister of Finance was again the most prominent purchaser of municipal debentures in 1983 purchasing debentures on behalf of The Manitoba Public Insurance Corporation and other funds at prevailing market rates. The rates for actual purchases made by The Minister of Finance ranged only from 13.0% to 14.0%. It is quite evident that the purchases made by The Minister of Finance provide a very valuable service to all municipalities, especially small municipalities with issues of less than $100,000.00. The interest rate established for Manitoba Water Services Board purchases was 13⅛% which was lower than the market rate available from the Department of Finance early in 1983, and a large number of debentures were therefore sold to the Manitoba Water Services Board compared to 1982.

The Manitoba Water Services Board continued to offer to finance municipal debentures through its loan program of financial assistance for projects done under agreement with it. The interest rate on work completed to December 31, 1983 was set at 13⅛%, as mentioned above, and, all municipalities opted to use the loan services offered by the Manitoba Water Services Board at that interest rate. In 1983 two municipalities which sold their 1982 debentures to Manitoba Water Services Board at the very high interest rate of 18⅞% refinanced those issues at interest rates down about 13.0%.

Because of the increasing availability of the financing services of The Department of Finance and the Manitoba Water Services Board there were no debenture issues sold through fiscal agents in 1983. Most of the balance of debenture issues in 1983 were made to the Reserve Funds of the respective municipalities. The interest rates on these debentures purchased as Reserve Fund investments were, generally, somewhat below market rates, and most often for short terms of 5 and 10 years.

There was a substantial increase in debenture issues made locally with most of these being to individuals and the balance to local Credit Unions. The interest rates on these issues were generally at the prevailing rates.

It should be noted that interest rates, on average, for debenture issues decreased substantially from approximately 14¾% in 1982 to approximately 13¼% in 1983 for 20 year term debentures.

Tax Imposition/Tax Collection

Municipal tax imposition and collection indicates the ability and/or willingness of the taxpayer to meet the municipal tax levy promptly, and the efficiency of the municipality in collecting taxes levied. Data collected indicate an overall increase in tax collections to 100.31% of the levy in 1983 as compared to 97.65% in 1982. Tax penalties are fixed at 15%.

The following is a comparative summary of increase/decrease in tax imposition and collection for the period 1980 to 1983.

Increase in Tax Imposition

1982 over 1981 (%)	1981 over 1980 (%)	1983 over Amount ($)	1982 (%)	Total Clients Served
Actual	Actual	(Estimated)		
14.06	4.95	4,866,288	4.85	25 R.M.'s
13.58	5.74	937,579	11.16	5 L.D.G.'s
12.66	5.30	930,767	9.14	9 Villages
10.28	11.82	3,995,477	8.45	11 Towns
14.37	8.34	19,398,807	4.58	5 Cities
13.94	7.93	30,128,918	5.11	55 Municipalities

Increase in Tax Collection

1982 over 1981 (%)	1981 over 1980 (%)	1983 over Amount ($)	1982 (%)	Total Clients Served
Actual	Actual	(Estimated)		
12.93	5.32	7,499,607	7.67	25 R.M.'s
12.22	4.73	1,071,654	12.25	5 L.G.D.'s
12.66	3.20	752,216	7.58	9 Villages
12.39	8.49	5,969,673	12.88	11 Towns
13.66	7.00	30,610,194	7.42	5 Cities
13.39	6.72	45,903,344	7.98	55 Municipalities

*Figures are compiled from a sampling of municipalities by agricultural districts.

Municipal Grants

Grants were administered through the following programs.

Main Street Manitoba

Main Street Manitoba provided $1.5 million for business people and municipalities working together to upgrade the appearance of Manitoba's Main Streets. Municipal corporations were eligible to receive ⅔ funding for approved public projects, while ⅓ provincial financing to a maximum of $500 per property was paid to business people for approved storefront renovations.

The following information details the status of Main Street Manitoba Programs in Manitoba and the funds dispersed to communities in 1983/84.

Total Grants Paid

Prov. Grant for Public Sector Improvements	Prov. Grant for Private Sector Improvements	Total Project Cost
$110,805	$ 8,113	$251,825
105,282	4,175	
148,631	500	
1,902	—	
71,029	10,586	

Total Clients Served

Projects Completed

Village of Erickson

Project Agreements in Place

Town of Carman
City of Flin Flon
R.M. of North Norfolk (Austin)
Town of Swan River
R.M. of Tache (Landmark)

Projects Approved in Principle

Town of Boissevain
R.M. of La Broquerie (La Broquerie)
Town of Morden
Town of Morris
Village of Notre Dame de Lourdes
Town of Stonewall
R.M. of Tache (Lorette)

Projects Recommended for Approval

Town of Beausejour
Village of Crystal City
Town of Deloraine
Village of Pilot Mound
Village of Ste. Rose du Lac
Town of Snow Lake
Town of The Pas

An additional seventeen municipalities were involved in the various planning and design stages.

Urban Transit Grants:

Urban Transit Grants are paid to urban centres, other than the City of Winnipeg to assist with the operation of public transit systems.

In 1983, transit operating grants, equivalent to the lesser of either 50% of the urban governments' net operating transit deficit or a grant ceiling established by the Province were paid to the cities of Brandon, Flin Flon, and Thompson.

A grant of $38,654 was paid to the City of Brandon to assist with the operation of its handi-transit program.

In 1983-84, grants for purchasing buses under terms of the Urban Transportation Assistance Program were paid to the City of Brandon for the purchase of regular buses and for handi-transit vehicles.

Total Operating Grants Paid	Total Clients Served
$435,542 regular transit	City of Brandon
38,564 handi-transit	City of Brandon
53,079 regular transit	City of Flin Flon
76,313 regular transit	City of Thompson

Total Capital Grants Paid	
$132,900 regular transit	City of Brandon
34,200 handi-transit	

Grants in Lieu of Taxes:

Grants-in-lieu of Taxes were paid to municipal corporations to offset costs of servicing provincially owned properties which benefit from municipal services.

The Province paid grants equivalent to school and municipal taxes on all provincial properties except those exempted such as vacant unpatented land, public highways, road allowances, provincial waterways, lands in provincial parks or recreation areas, community pastures, and land leased to private individuals or companies.

Centennial Grants:

Centennial Grants of $2.00 per capita, based on Census Canada population figures were paid for approved projects to municipalities to assist with centennial celebrations.

Total Grants Paid	Total Clients Served
$66,426	21 municipalities

Provincial Municipal Tax Sharing Payments:

Provincial Municipal Tax Sharing Payments allocate 2.2 points of personal income tax and 1.0% of corporate taxable income to municipalities under provisions of The Provincial-Municipal Tax Sharing Act.

Payments, calculated by this Branch and based on 1981 census data excluding military population, are jointly administered by the Manitoba Department of Finance and the Department of Municipal Affairs and are paid by July 31st each year.

Payments, updated to reflect changes in municipal boundaries were as follows:

- a basic per capita payment of $25.45 to all organized municipalities and to the Minister of Northern Affairs on behalf of unorganized territory. The per capita payment increased by 1.15% over the amount paid in 1982.
- an urban services supplement paid to cities, towns, villages and four urban local governments districts, distributed at $3.75 per capita for centres up to 5,000 population and $5.25 per capita for centres of more than 5,000 population. The urban services supplement payment remained the same as in 1982.

Population*	Total Grants Paid $ 1982 Payment	Total Grants Paid $ 1983 Payment	Total Clients Served
197,950	4,821,757	5,043,146	105 Rural Municipalities
26,720	748,054	780,224	40 Villages
91,450	2,619,422	2,726,020	35 Towns
631,937	18,705,417	19,415,713	5 Cities
29,975	792,024	793,749	17 Local Government Districts
38,936	982,215	1,017,973	Department of Northern Affairs
1,016,968**	28,668,889	29,776,825	202 TOTAL
			+ unorganized Northern Communities

* Population and payments may change due to municipal boundary adjustment.
** Population and payments are calculated excluding Military Personnel.

— a transitional adjustment payment to 4 municipalities to ensure that total 1983 entitlements were not less than the amounts received in 1982, despite a reduction in population since 1976.

Local Government Support Grants:

Local Government Support Grants totalling $775,920.64, calculated at 1.65% of the amount shown on the application form as net payroll costs during calendar year 1982 were paid to municipal corporations and five unorganized Village Districts. Through these grants, local governments can fulfill their obligations under the Levy for Health and Post Secondary Education without resorting to cutbacks in programs and services or increases in property taxes.

Municipal Planning Branch Report

The Branch provides planning advisory services to Planning districts on an ongoing basis, to municipalities on a project basis, and to northern communities at the request of the Minister of Northern Affairs. Professional Planning Service in reviewing and processing applications to subdivide land are extended to Planning District Boards and all municipal councils. Branch staff will undertake special projects at the request of municipal councils or Planning District Boards dependent on staff resources. Professional assistance is extended to other government departments should land use planning expertise be required.

Planning Advisory Service is provided by professional land use planners and technical support staff in nine Manitoba Communities. Decentralized service is backed up by a Winnipeg based team with specialization in urban and rural planning, zoning and development control, and technical support services.

Planning Advisory Service is extended through the following major programs.

Planning Advisory Service to Planning Districts

The Planning District concept, innovative in Canadian land use planning was introduced through The Planning Act of 1976. The Act encourages the transfer of land use decision making from the Province to local governments. Two or more municipalities are encouraged to join together to direct District growth through a Board made up of elected officials from member municipalities. To date, 57 municipalities have joined to form 20 Districts.

The Act specifies that background studies, detailing District resources be prepared. Studies are analyzed, area residents consulted and, with the assistance of the planner, a Development Plan is prepared. Each plan sets forth the policy of the local authority towards the use of land within its jurisdiction.

The Development Plan must be consistent with Provincial Land Use Policies formally adopted by the Province and designed to protect Manitoba's economic and environmental land use base. The Development Plan and zoning by-law enforcing the plan are reviewed and approved by cabinet before being adopted by Municipal by-law. Public participation is essential to the process.

The final step in the process is the transfer of approving authority for the subdivision of land from the Minister of Municipal Affairs to the Planning District Board.

Decisions made by Planning District Boards regarding subdivision may be appealed by the applicant or by the Province to the Municipal Board for resolution.

To encourage the formation of Planning Districts, the Province has developed a two phase cost shared planning program.

The cost of preparing the required Development Plan is shared on a 50/50 basis between the District and the Province to a maximum District share of $1 per $1,000 equalized assessment over the District, with any shortfall funded by the Province. The Provincial share is mostly provided in staff time.

Continuing Planning Advisory Service to District Boards and member municipalities is described and provided under agreement between the Minister and District Boards with the Province bearing ongoing costs.

Planning Advisory Service to all Planning Districts in 1983-84 exceeded 15,900 staff hours.

In the 1983-84 fiscal year, four new Planning Districts were formed.

Planning Districts Formed in 1984

Roblin - Town of Roblin
- R.M. of Shell River

Morton - Boissevain - Town of Boissevain
- R.M. of Morton

MacDonald - Ritchot - R.M. of MacDonald
- R.M. of Ritchot

Roblin - Cartwright - Village of Cartwright
- R.M. of Roblin

A grant of $7,143 was paid to the Roblin Planning District and $2,000 was paid to the Morton-Boissevain District in the 1983-84 fiscal year.

Planning Advisory Service to Municipalities

The Province encourages those municipalities unable to form Planning Districts to establish local land use policy plans. The availability of planning assistance in these cases is dependant on staff and financial resources.

The Province enters into agreements with municipalities to provide planning service on a project basis.

Municipal costs equal 1 mill of equalized assessment. The balance is equally cost shared with the province. The provincial share is mostly provided in staff hours.

Major Projects Prepared under the Planning District and Municipality Program

	Total Clients Served
Basic Planning Statements	11
Development Plans	25
Zoning Bay-laws	60

Planning Advisory Service in Reviewing and Processing Subdivision Applications

All applications to subdivide land are reviewed to ensure compatability with local land use plans and with Provincial Land Use policies, and processed on behalf of local government. Branch staff reviewed and processed 1248 applications to subdivide this year. Applications which may conflict with Provincial Land Use Policies are forwarded to the Provincial Planning Branch for review on behalf of the Province.

Detailed statistics showing subdivision activity are found in the Provincial Planning Branch section of this report.

Planning Advisory Service Special Projects

Main Street Manitoba*

Municipal Planning Branch field office personnel supported by the Winnipeg based urban planning section have discussed Main Street Manitoba components and design options with municipal officials and business people in all 37 Manitoba communities which have expressed an interest in downtown revitalization.

Branch staff, under the guidance of and at the request of local governments have designed Main Street streetscapes for the following communities**.

Rural Municipalities

La Broquerie (La Broquerie)
North Norfolk (Austin)
Shoal Lake (Oakburn)
Silver Creek (Angusville)
Tache (Landmark)
Tache (Lorette)

Villages

Crystal City
Erickson
Notre Dame de Lourdes
Pilot Mound
Ste. Rose du Lac

Towns

Beausejour
Deloraine
Melita
Snow Lake
Stonewall

* Grants paid to municipalities under Main Street Manitoba Program guidelines are included in the Budget and Finance section of this report.

** Some staff hours were provided by landscape design students hired under the S.T.E.P. program. Students were supervised by planners from the Municipal Planning Branch.

Status of Planning Programs in Planning Districts and Municipalities

Status of Planning Programs in Planning Districts							
District	Planning Scheme	Basic Planning Statement		Development Plan		Zoning By-law	
	In Effect	Being Prepared	In Effect	Being Prepared	In Effect	Being Prepared	In Effect
CYPRESS					•		
Carberry, Town							•
Glenboro, Village							•
North Cypress, R.M.							•
South Cypress, R.M.							•
SELKIRK & DISTRICT					•		
Selkirk, Town	•					•	
St. Andrews, R.M.	•					•	
St. Clements, R.M.	•						
BROKENHEAD RIVER					•		*
Beausejour, Town	•					•	
Garson, Village						•	
Brokenhead, R.M.						•	
M.S.T.W.					•		
Morden, Town	•					•	
Winkler, Town							•
Stanley, R.M.							•
Thompson, R.M.							•
THOMPSON					•		
Thompson, City							•
Mystery Lake, L.G.D.	•					•	
WESTERN INTERLAKE					•		
Coldwell, R.M.	•					•	
St. Laurent, R.M.	•					•	
Siglunes, R.M.	•					•	

*Interim Development Control

Status of Planning Programs in Planning Districts

District	Planning Scheme	Basic Planning Statement		Development Plan		Zoning By-law	
	In Effect	Being Prepared	In Effect	Being Prepared	In Effect	Being Prepared	In Effect
NEEPAWA & AREA					●		
Neepawa, Town	●					●	
Langford, R.M.	●					●	
Rosedale, R.M.						●	
SOUTH INTERLAKE					●		*
Stonewall, Town	●						
Teulon, Village							
Rockwood, R.M.	●						
Rosser, R.M.							
SOUTH RIDING MOUNTAIN				●			
Erickson, Village						●	
Clanwilliam, R.M.						●	
Harrison, R.M.	●						
Strathclair, R.M.						●	
Park, L.G.D.	●						
BRANDON & AREA				●			
Brandon, City					●		●
Cornwallis, R.M.	●						
Elton, R.M.	●						
EAST INTERLAKE				●			
Gimli, Town	●						
Arborg, Village	●						
Riverton, Village			●				●
Bifrost, R.M.	●						
Gimli, R.M.	●						

*Interim Development Control

Status of Planning Programs in Planning Districts

District	Planning Scheme	Basic Planning Statement		Development Plan		Zoning By-law	
	In Effect	Being Prepared	In Effect	Being Prepared	In Effect	Being Prepared	In Effect
NOR-MAC MacGregor, Village North Norfolk, R.M.	• •			•			
KILLARNEY AREA Killarney, Town Turtle Mtn., R.M.	• •			•		• •	
BOYNE Carman, Town Dufferin, R.M.	•			•			
LAC DU BONNET Lac du Bonnet, V. Lac du Bonnet, R.M.	• •			•			
WINNIPEG RIVER Powerview, Village Alexander, L.G.D.	• •			•			
ROBLIN Roblin, Town Shell river, R.M.	• •			•			
MORTON-BOISSEVAIN Boissevain, Town Morton, R.M.							

*Interim Development Control

Status of Planning Programs in Planning Districts							
District	Planning Scheme	Basic Planning Statement		Development Plan		Zoning By-law	
	In Effect	Being Prepared	In Effect	Being Prepared	In Effect	Being Prepared	In Effect
MACDONALD-RITCHOT							
Macdonald, R.M.	•	•				•	
Ritchot, R.M.	•	•					
ROBLIN-CARTWRIGHT							
Cartwright, Village		•				•	
Roblin, R.M.	•						

*Interim Development Control

Status of Planning Programs in Municipalities

Municipality	Planning Scheme	Basic Planning Statement		Development Plan		Zoning By-law	
	In Effect	Being Prepared	In Effect	Being Prepared	In Effect	Being Prepared	In Effect
CITIES							
Flin Flon	•			•		•	
Portage la Prairie					•		•
TOWNS							
Altona	•						
Dauphin	•				•	•	
Deloraine				•			
Emerson		•					
Grandview	•						
Hartney	•						
Leaf Rapids	•			•			
Melita	•						
Minnedosa	•						
Morris	•						
Rivers	•						
Roblin	•			•			
Russell		•					
Snow Lake	•			•			
Souris	•						
Steinbach	•			•			
Swan River	•			•		•	
The Pas					•		•
Virden	•						
Winnipeg Beach	•						
VILLAGES							
Benito	•						
Dunnottar			•				•
Hamiota	•						
Niverville			•				•
Notre Dame	•						
Plum Coulee	•						
Ste. Anne	•			•			
St. Claude	•						
St. Lazare	•						
St. Pierre	•						
Shoal Lake	•						
Somerset	•						
Treherne					•		•
Wawanesa				•		•	
Winnipegosis	•						

*Interim Development Control

Status of Planning Programs in Municipalities

Municipality	Planning Scheme	Basic Planning Statement		Development Plan		Zoning By-law	
	In Effect	Being Prepared	In Effect	Being Prepared	In Effect	Being Prepared	In Effect
R.M.'s							
Archie			•			•	
Argyle	•						
Cartier			•				•
Daly	•						
Dauphin			•				•
De Salaberry			•				•
Eriksdale	•						
Franklin	•						
Glenwood	•						
Hanover			•				•
La Broquerie	•	•					
Lawrence	•						
MacDonald	•	•				•	
Miniota		•					
Montcalm	•						
Morris	•						
Mossey River			•			•	
Oakland		•					
Ochre River	•						
Odanah	•						
Portage la Prairie	•	•		•		•	
Rhineland	•				•	•	
Ritchot	•	•					
Riverside	•						
Roland			•				•
Ste. Anne							
St. Francois Xavier	•						
St. Rose		•				•	
Shellmouth	•						
Shell River	•						
Sifton	•						
Silver Creek	•						
Springfield	•				•	•	
Strathcona	•						
Swan River	•			•		•	*
Tache	•						
Victoria	•						
Victoria Beach	•						
Wallace	•						
Whitehead			•				•
Whitemouth	•						
Whitewater	•						
Winchester	•						
Woodlands	•	•					
Woodworth	•						

*Interim Development Control

Status of Planning Programs in Municipalities

Municipality	Planning Scheme	Basic Planning Statement		Development Plan		Zoning By-law	
	In Effect	Being Prepared	In Effect	Being Prepared	In Effect	Being Prepared	In Effect
L.G.D.'s							
Alonsa	●						
Churchill			●				●
Consol							
Fisher	●						
Gillam	●				●	●	
Grand Rapids	●		●			●	
Lynn Lake	●						
Mountain	●						
Pinawa	●						
Stuartburn	●						

*Interim Development Control

Planning Advisory Service to Remote and Northern Communities

Planning advisory service is provided to Northern communities upon request of the Department of Northern Affairs. Professional exertise is extended in the preparation of community (townsite) development plans, subdivision designs for new housing developments, organization of existing land occupancy, infilling and infrastructure development of an economic or municipal nature.

Community councils and communities, as well as the Minister of Northern Affairs are assisted with the administration of Part IX of The Planning Act which applies to Northern Manitoba. Costs are recovered under provisions of the Canada/Manitoba Northlands Agreement.

Status of Planning Advisory Service to Northern Communities

Community	Planning Scheme	Basic Planning Statement		Development Plan		Zoning By-law	
	In Effect	Being Prepared	In Effect	Being Prepared	In Effect	Being Prepared	In Effect
Bisset			●			●	
Manigotogan		●				●	
Stevenson Island						●	
Wabowden		●					
Matheson Island		●					

*Interim Development Control

Other Projects

Three hundred and twenty-six special projects were prepared by planners at the request of and under the direction of Planning District Boards and municipal councils. These included Development Plan amendments; Zoning by-law amendments; Planning scheme amendments; Base/Property Ownership Mapping; Subdivision design/ development; Commercial/Industrial studies; Park, Playground, Campground design; Recreation studies; Boundary studies; House numbering criteria; Highway relocation studies.

Planning Advisory Service to Other Government Departments

Professional land use planning advice is provided to other government Departments and agencies.

Representation on inter/intra governmental committees ensures that the best possible advice on land use planning issues is extended to local government while at the same time local government opinion is represented and forwarded to committee membership.

Municipal Planning Branch Staff represented the Department on the following Continuing Interdepartmental Committees and Boards.

Main Street Manitoba Committee

Manitoba Soil Survey Advisory Board

Interdepartmental Planning Board

Resource Conservation District Commission

Regional Land Use Committees

BLOC Planning Committees

Provincial Land Use Policies Review

Education Committee – Building Steering Committee

E.M.O. (representatives)

Northern Housing Task Force

Lee River Study Committee

Interdepartmental Committee on Aerial Photography

Licensing Advisory Committee

Livestock Waste Management Committee

Livestock Waste Management Technical Advisory Committee

Limestone Generating Station Technical Advisory Committee

Task Force on Road Network Planning

Technical Advisory Committee on Pits & Quarries Regulations

Municipal Services Branch Report

The Branch provided consultative and advisory services to municipal corporations through regular field visits and through its central administration structure.

Consultation and advisory services in all areas of municipal administration were extended to elected and appointed municipal officials.

Branch staff continued to extend advisory and consultative services to Local Government Districts, their Residential Administrators, and their elected councils. The goal of this program is for L.G.D.'s to assume full municipal status.

Staff investigated and reported on 120 matters of public concern on behalf of the Minister.

Service officers made infield visits and addressed municipal meetings as follows.

Infield Visits and Addresses	Total Clients Served
Rural Municipalities	
260	105
Local Government Districts	
77	17
Villages	
100	40
Towns	
128	35
Cities	
16	4
583	201

Education

The Branch sponsored and coordinated training and education programs for elected and appointed officials and municipal office staff in 1984 as follows.

Program	Total Clients Served
Municipal Election Seminars for Election Officials (9 locations)	431
Seminars for Newly Elected Municipal Officials (8 two-day seminars)	266
Municipal Officials Seminar (cosponsored by the Branch, the U.M.M., M.A.U.M. and the Agricultural Centre, Brandon)	350
Presentation to Manitoba Municipal Administrators Association (M.M.A.A.) Annual Convention	175
Certificate Course in Municipal Administration (four year program co-sponsored by the Branch, the M.M.A.A. and Continuing Education University of Manitoba)	Enrollment 144 Graduation 26

Branch staff updated and maintained the Municipal Policy and Procedures Manual for the use of municipal administrators, continued to supply municipalities with metric and energy information, and published and updated an Annual Directory of Municipal officials.

Liaison

Branch staff continued to function as liaison between municipal governments and other departments/levels of government. In this role, Branch staff served on the following inter-intra governmental committees:

Rail Line Abandonment Committee

Mandan Transmission Line Committee

International Youth Year 1985 Planning Committee

Crown Lands Task Force

Local Government District Task Force

Main Street Manitoba Committee

Interdepartmental Committee on Lynn Lake

Churchill Task Force

Advisory Committee for the Certificate Course in Municipal Administration

Forms Committee

Futures Committee

Professional Development Committee of the Manitoba Municipal Administrators Association.

Computer Data Processing

The Computer Section continued to provide data processing services to municipalities, Local Government Districts, and other Branches of the Department.

Assessment Rolls were updated and revised with information received from the Provincial Municipal Assessor.

Program	Total Clients Served
Assessment & Taxation Rolls*	201 municipalities
Tax Statements*	199 municipalities
Resident Homeowners Tax Credit Program*	202 municipalities
Pensioners' School Tax Assistance Program*	202 municipalities
Water Billings	53 municipalities
Public Works Equipment Analysis*	1 municipality
Assessment Notices	201 municipalities
Courts of Revision Notices	201 municipalities

*Costs were recovered from municipal sources

The Section stored and updated a file of all property sold in Manitoba. The Computer Assisted Sales Analysis System (CASAS) provided sales/assessment ratio statistics to the Assessment Branch. CASAS provided assessors with information as to which municipalities need reassessment and by how much relative to market value.

The Section provided municipal analytical reports to the Assessment, Budget and Finance, and Municipal Planning Branches as well as to other Departments/levels of Government.

Special Projects

A pilot project, the computerization of municipal office functions was coordinated by the data processing section. Three municipalities, the R.M. of Grey, Village of Gretna, and Town of Morden participated and converted daily and monthly activities from manual to automated procedures. Cooperating in this project are Manitoba Telephones, Cybershare Ltd., and the Manitoba Municipal Administrators Association.

It is expected that this project will lay the groundwork for a network of Manitoba municipalities to be centrally computerized with the private sector firm Cybershare Ltd. via Manitoba Telephone lines.

Project results are being monitored and evaluated.

Jobs Fund

A major jobs creation program was launched by the Province in 1984. The Branch was responsible for administering the Municipal Community Assets Program which provided funds to municipal corporations and community organizations to increase community assets while at the same time increase employment opportunities. Staff responsibilities included developing a computer program to monitor the status of applications and report monthly.

	Municipal	Community Organizations	Total
Project Applications	244	265	509
Projects Approved	162	181	343
Projects Completed	85	93	178
Projects On-going	60	81	141
Projects withdrawn	17	7	24
Funds expended	$1,992,460.97	$2,887,389.58	$4,879,840.55

Provincial Planning Branch Report

The Branch provides analytical advice and administrative support to the Interdepartmental Planning Board, a clearing house for the approval of municipal and provincial plans and projects; and to the Provincial Land Use Committee of Cabinet, a ministerial committee which provides policy direction in the management of the Province's land resource.

The Provincial Planning Branch administers Part II of The Planning Act which refers to the duties of the Minister in developing and monitoring Provincial Land Use Policies, and Part VI which refers to approval of subdivisions.

Land Use Policies

Land Use Policies were approved by Order-in-Council in 1980 after two and half years of public review. The 13 Policies apply to all land in the Province with the exception of Crown Land, land under the jurisdiction of the City of Winnipeg, and land covered by a municipal or District development plan.

The policies provide a basis for the preparation of municipal and District development plans and guide the review of applications to subdivide land.

Branch staff coordinated the provincial review of a number of plans and basic planning statements to ensure that provincial interests were taken into account. Those receiving approval were:

Town of Dauphin
Killarney & Area Planning District
R.M. of Mossey River
R.M. of Portage la Prairie
R.M. of Rhineland
South Interlake Planning District
Town of Swan River
Thompson Planning District
Village of Treherne

Applications to Subdivide

In exercising its responsibilities under part VI of The Planning Act, the Branch becomes directly involved in about 10% of all subdivision applications. This percentage represents those instances in which a provincial land use concern has been raised.

The Branch works with the applicant, councils, and government departments in an attempt to arrive at an acceptable solution. If a solution cannot be found, the subdivision is rejected by the Branch on behalf of the Minister.

If this decision is appealed to the Municipal Board, the Branch is responsible for representing provincial interests at the hearing. In 1984, 122 applications were dealt with by the Branch.

The Branch's responsibility under The Act also includes compiling statistics on subdivision applications. Applications were as follows:

In Process Start of Period	Received	Approved	Approved Lots	Local Council
15,44	1,247	860	1,605	122

Rejected By Approving Authority	Municipal Board	Closed	In Process End of Period
14	9	77	1,709

Special Projects

As advisors to the Interdepartmental Planning Board and the Provincial Land Use Committee of Cabinet, staff participated or represented provincial interests in several dozen projects.

The following represents a sampling of the major projects studied.

Review of Provincial Land Use Policies

When Provincial Land Use policies were adopted in 1980, it was decided by the Provincial Land Use Committee to review and revise them as necessary every five years. The Branch is co-ordinating the interdepartmental review of the policies as part of its responsibilities under Part II of The Planning Act.

Disposal of Abandoned Railway Rights-of-Way and Station Grounds

An interdepartmental committee was established to assist the Land Acquisition Branch in determining guidelines to be used in conveying land not required by the province to individuals and municipalities. The committee, chaired by this Branch will also advise on future gifting agreements affecting railway rights-of-way.

Proposed Alcoa — MEA Aluminum Smelter

The Branch was involved in discussions with Alcoa and Manitoba Energy Authority representatives regarding potential smelter sites

and impact assessment requirements. Staff have assisted Alcoa — MEA in preliminary analysis of sites and have worked with the Manitoba Environmental Assessment and Review Agency, and other government departments, in establishing environmental impact assessment guidelines.

Livestock Waste Management Committee

An interdepartmental committee has been established at the request of the Interdepartmental Planning Board to find means of resolving environmental and land use conflicts associated with livestock operations. The committee was struck in March, 1984 and intends to complete its work in six months to a year.

Limestone Generating Station

The next proposed generating station on the Nelson River, Limestone Generating Station, is expected to be in service in the early 1990's. In conjunction with the Manitoba Environmental Assessment and Review Agency, Provincial Planning Branch has assisted Manitoba Hydro in establishing the scope of the environmental impact assessment of the project. Branch staff serve on an interdepartmental advisory committee and assist in liaison with government agencies responsible for northern employment and industrial benefits.

Waskada-Cromer Oil Pipeline

Proposals were submitted by four companies to construct an oil pipeline between Waskada and Cromer in southwest Manitoba. Representatives from the Provincial Planning Branch served on a Technical Advisory Committee established by the Interdepartmental Planning Board to evaluate the environmental effects of the individual proposals. The Branch also assisted the Oil and Natural Gas Conservation Board and the Petroleum Branch in planning the evaluation of the proposals and in conducting hearings.

Selkirk Bridge and Highway Connection

The Department of Highways and Transportation has proposed construction of a bridge and highway across the Red River north of Selkirk connecting P.T.H. #9 and P.T.H. #59. With the input of other departments, Provincial Planning Branch prepared an impact assessment of alternate routes for the Provincial Land Use Committee. A public open house to discuss the project was sponsored by the Branch and Highways Department.

Branch staff represented provincial interests on several ad hoc and standing committees.

Conservation Districts Committee

Crown Lands Classification Committee

Soil Survey Advisory Committee

Lake Winnipeg, Churchill, Nelson River Advisory Board.

Research Group Report

The Research Group's terms of reference involve exploring and developing municipal programs and policy options. The ultimate goal of such research is to provide the Department with the best possible advice and assistance to effectively fulfill its mandate.

In the past year, Research Group staff furthered their analysis of the recommendations of the Manitoba Assessment Review (Weir) Committee. This major project involved a review of existing exemptions from property taxation, a study of the impact of the farm building exemption, a study of the assessment of agricultural property influenced by urban factors and a review of the provisions of Part III of The Municipal Assessment Act.

In addition to the assessment review, the Research Group also examined alternative means of sharing property tax revenue from large corporations amongst municipalities and began a review of the existing police grants program. Changes to the police grants program are necessary if current inequities are to be eliminated.

Another important function of the Research Group is to co-ordinate the public information activities within the Department and to maintain a library providing full reference service to staff and the general public.

Legislation
Legislation Administered by the Department

	R.S.M. 1970 Chapter
Assessment of Property for Taxation in Municipalities in 1981 and 1982	
Local Authorities Election Act	L 180
Local Government Districts Act	L 190
Municipal Act (except Sections 295 to 306)	M 225
Municipal Assessment Act	M 226
Municipal Affairs Administration Act	M 230
Municipal Board Act	M 240
Municipal Boundaries Act	M 250
Municipal Debt Adjustment Act	M 260
Municipal Works Assistance Act - 1964	
Official Time Act	O 20
Planning Act except in relation to Northern Manitoba, those provisions of The Act that by Order-in-Council No. 1245/76 are declared to apply mutatis mutandis to Northern Manitoba	P 80
Soldiers Taxation Relief Act	S 180
Unconditional Grants Act	U 10

Copies of these Acts are available from:

The Queen's Printer
200 Vaughan Street
Winnipeg, Manitoba
R3C 1T5
Ph: 945-3101

Changes in Legislation

The Municipal Act*

Amendments to the Act related to a variety of issues.

Alteration of Status Boundaries or Area

— Subsection 29(1) — allows a majority of electors or a municipal council to petition the Minister regarding alterations to status, boundary, or area.

Expediture on By-Laws

— Section 92 — allows electors to express opinions on broader issues.

Municipal Pension Board

— Section 179.21 — allows the Board more autonomy.

Distribution Systems

— Section 207(4.1) — clairifies the sequence of approvals required by the Public Utilities Board.

Prevention of Fire

— Clause 284(1)(c) — clarifies the question of right of entry during the suppression of a fire.

Contracts for Gas, Electric Light, Heat, Power, Water, or Street Lighting

— Subsections 367(1), 367(2), 368(1) — of a housekeeping nature.

Grants of Money

— Clause 372(1)(o) — allows municipalities to grant monies to non-profit corporations to assist them in providing television programming.

Municipal Assistance

Subsection 442(1), rules 1 and 3, Clause 445(2)(b) — of a housekeeping nature.

Financial Statements of Two Cities

— Section 521 — alters reporting dates.

Licensing and Control of Trades and Occupations

— Sections 704-706, 708-710, and 712-715 have been repealed and replaced by the following select sections which are reproduced here. Provisions of the Act have been clarified.

Definition of business.

704(1) In this division, business includes any trade, occupation or calling whether or not it is carried on continuously or on an intermittent or one-time basis and whether or not the person carrying on the business has an established place of business within the municipality.

General power to license.

704(2) The council of a municipality may by by-law license and regulate any business carried on within the municipality.

Specific licensing power.

704(3) The power to license and regulate a business includes the power

(a) to prohibit the carrying on of a business with a licence;

(b) to define classes of businesses and to license and regulate each class separately;

(c) to license and regulate
  (i) premises or places used;
  (ii) machines, devices, vehicles or other personal property used; and
  (iii) persons employed or engaged in carrying on business;

(d) to set a fee not exceeding $100 to obtain a licence
  (i) for carrying on a business;
  (ii) to use premises or places in carrying on a business;
  (iii) for each machine, device or vehicle or other personal property used in carrying on the business; or
  (iv) for each person employed or engaged in carrying on the business;

(e) to impose a fine not exceeding twice the amount of the applicable licence fee on a person for
  (i) carrying on a business;
  (ii) using premises or a place in carrying on a business;
  (iii) using a machine, device, vehicle or other personal property in carrying on a business; or
  (iv) for employing or engaging persons in carrying on a business without having obtained the appropriate licence.

(f) to regulate the hours of operation of a business; and
(g) to fix the time during which a licence shall be in force.

Licence to be obtained before carrying on business.

704(4) Any person who intends to carry on business in a municipality that has passed a by-law under subsection (2) regulating that business shall obtain a licence to carry on the business before transacting any business in the municipality.

Reduced licence fee.

704(5) A municipality may establish reduced licence fees for carrying on business within the municipality for any period less than a year.

Transitional.

704(6) All municipal by-laws licensing, regulating or prohibiting the carrying on of any business in force on the coming into force of this section remain in force until repealed or amended by the municipality under this section.

Transient traders to report.

705(1) Transient traders, hawkers, peddlars and other persons who go from place to place, or from door to door, by any means, bearing or drawing any goods, wares or merchandise for sale, shall, before transacting business in a municipality, report to the clerk or other proper officer of the municipality and obtain a municipal licence, if a licence is required by by-law.

Certain hawkers need not be licenced.

705(2) No municipality shall require a licence for hawking, peddling or selling the growth or produce of the province if it is being hawked, peddled or sold by the producer thereof, a member of his immediate family, or his bona fide servants or employees.

Games and Exhibitions

– Section 702.1(2), 707.1(5), 707.1(6) (g) – specifies that a bond be deposited with the municipality by the organizer or promoter of any event. The form and amount of the bond is to be enacted by municipal by-law.

Licences and Licence Fees

Section 717(1) – of a housekeeping nature.

The Municipal Assessment Act* Equalized Assessment

– Subsections 13(3.1), 13(3.2) – This section of the Act contains provisions to establish the 1983 equalized assessment as the equalized assessment for 1984 and subsequent years. The section may be suspended at the discretion of the Lieutenant Governor in Council. The amendment is in line with the logic of the Manitoba Assessment Review (Weir) Committee (M.A.R.C.) recommendations and those of the Municipal Affairs Committee of the Legislature.

Equalized assessment is the basis upon which school taxes are allocated and this Act will prevent major shifts in the equalized assessment in the same manner as Bill 100 prevented shifts in the actual assessment. As with Bill 100, provision is made for alterations based on changes in circumstances, e.g. new construction, demolition, improvements, etc.

The section will apply to all municipalities in Manitoba including the City of Winnipeg.

Classification and Portioning

– Sections 31.1(3.1), 31.1(2), 31.1(3) – M.A.R.C. recommended that legislative provision should be made for a property classification system to be established by the Lieutenant Governor in Council. In addition, it was recommended that the Lieutenant Governor in Council also be authorized to establish the portion of value of each class of property that would be used for taxation purposes. This section of the Act provides the Lieutenant Governor in Council with the authority recommended by M.A.R.C. It applies to all municipalities including the City of Winnipeg.

The importance of selecting the precise "portions of value" to be utilized in implementing this section was highlighted in the report to the legislature of the Municipal Affairs Committee. Research into this area is ongoing and this section of The Act will not be proclaimed until this research has been completed.

Validation of The Assessment Rolls

– Section 36(1) – The Municipal Assessment Act requires the Provincial Assessor to assess every Manitoba municipality excluding the City of Winnipeg once every five years. A 1978 amendment provided relief from this obligation until December 31, 1983. If this relief had not been extended, many municipal assessment rolls could have been challenged regarding their validity as of January 1, 1984. The effect of the amendment is to make Section 36(1) "directory"

in nature rather than "mandatory". The Provincial Municipal Assessor, therefore, shall attempt to reassess each municipality within the five-year period, but failure to do so would no longer invalidate the rolls. A similar amendment for the same reason was put forward this year in The City of Winnipeg Act.

This provision will also provide the Assessor with greater flexibility in his re-assessment schedule in future years. Those areas of the Province experiencing more frequent assessment changes will be able to be re-assessed on a more frequent basis whereas those with little change would not be forced to undergo a re-assessment simply to fulfill a five-year schedule imposed by legislation.

Local Authorities Election Act*

— Subsections 5(4), 14(1), 17(5), 19(1), 30, 31(3) — All changes refer to starting and end dates for preparing voter's lists.

Municipal Council Conflict of Interest Act — 1983*

Municipal Council Conflict of Interest legislation was approved by the Manitoba Legislature and came into force on October 26, 1983, election day in Manitoba.

Because of the length of the legislation, it is impractical to reproduce below.

A brief summary of the intent and content of The Act follows:

A conflict of interest may be described as *any situation in which a member of council finds a personal pecuniary interest which may be, or appear to be, at variance with an interest or duty related to the position of an elected member of a municipal council.*

The Act allows elected officials and the municipality to do business together. At council, committee or sub-committee meetings, any elected official who has any interest in the issue, direct or indirect, must reveal the general nature of the interest, and withdraw from the meeting without discussing or voting on the issue. This includes "arms length" relationships e.g. spouse, dependent children.

The Clerk will note the disclosure in the minutes and record withdrawal of the elected official from the meeting. This record of disclosures will be open to the public but will reveal *only* the facts and not the nature of the interest.

A statement of assets including financial interests, real estate holdings and gifts valued at $250 or more, must be filed with the Municipal Clerk prior to taking the Oath of Office each year.

It is the responsibility of the elected official to keep this statement of assets updated.

The statement of assets is *not* a public document. Citizens questioning whether a councillor has a conflict of interest can ask the Municipal Clerk who will examine the list and advise the complainant whether or not disclosure of a specific asset or interest was made.

Councillors violating the provision of The Act may be brought to court by the municipality or by an elector. A judge of the Court of Queen's Bench will hear the evidence. A councillor could be disqualified and the seat declared vacant. A judge may also determine an unknowing or inadvertent violation of the Act and permit the councillor to retain the council seat.

Any elector or a municipality may file a suit alleging a conflict of interest. The applicant is required to file an affidavit showing details of the alleged conflict and pay into the court $300 as security for costs.

*Unless otherwise indicated, the above summarizes legislative amendments. For specific information, please consult the various Acts.

Publications

Annual

Municipal Affairs Manitoba, Second Annual Report for the year ended March 31, 1984.

Twenty-Fifth Annual Report of The Municipal Board for the year ended December 31, 1983.

198? Statistical Information Respecting the Municipalities of the Province of Manitoba.

Seventh Annual Report of the Municipal Employees Benefit Board for the year ended December 31, 1983.

Annual Report 1983 — Provincial Municipal Assessment Branch.

1984 Municipal Official Handbook.

Catalogue of Grants Available to Municipalities, 1983.

Occasional 1983-84

Municipal Informat — vol. 3 No. 3 - vol. 4 No. 2, Quarterly newsletter.

A Statistical Analysis of Selected Recommendations of the M.A.R.C. (Weir) Report.

Manitoba Municipal Elections: Information for prospective members of Council.

Copies of our publications are available from:

The Department of Municipal Affairs
14th Floor - 405 Broadway Avenue
Winnipeg, Manitoba
R3C 3L6

Boards And Committees

Municipal Board

The Municipal Board, established in 1959, is a quasi-judicial body whose members are appointed by the Province. Board members include a chairman and several part-time members representing the Province, local governments and the community at large. The Board hears appeals, conducts inquiries and prepares recommendations pursuant to appropriate statutes of Manitoba. Board recommendations are submitted to the Minister of Municipal Affairs.

Because of its quasi-judicial nature, the Board operates independently. It is attached to the Department for administrative reasons only.

Mr. John Acthim, Chairman of the Municipal Board retired this past year. Leifur J. Hallgrinson, Q.C. was appointed Board Chairman in his stead.

An annual report is prepared on a calendar year basis.

Municipal Employees Benefit's Board

The Board administers a provincial pension and disability plan and a group life insurance program for municipal employees. Board members include a chairman and four appointees who represent municipal corporations and organizations. The Board reports to the Minister of Municipal Affairs.

An annual report is prepared on a calendar year basis.

Municipal Advisory Committee

This Committee includes the President and Vice-President of both the Manitoba Association of Urban Municipalities and the Union of Manitoba Municipalities and a representative from the Manitoba Municipal Administrators Association. The Committee meets at the call of the Minister of Municipal Affairs who serves as Chairman.

In the year ending March 31, 1984, the Committee met on a number of occasions to discuss matters of mutual concern.

Civic Service Board

The Board, chaired by an independant representative appointed by the Province and whose membership represent the Union of Manitoba Municipalities, the Manitoba Association of Urban Municipalities and the Manitoba Municipal Administrators Association, acts as a Board of Reference to consider complaints of municipal councils, clerks, or treasurers. The Board reports to the Minister of Municipal Affairs.

In the year ended March 31, 1984, the Board was not called as there were no staff/management disputes requiring mediation.

Leaf Rapids Town Properties

Leaf Rapids Town Properties (formerly Leaf Rapids Corporation) was formed in 1971 by a precedent setting agreement between the Province and Sherritt-Gordon Mines. Under the terms of the agreement, all assessable surface property of the mining company was put on the tax roll for taxation purposes making Sherritt Gordon a corporate citizen. The Province, through the Leaf Rapids Corporation developed the property and is recovering costs through land sales and property rentals; proceeds of Local Government District debenture issues retired through local taxation; provincial funding of schools and hospitals; provincial grant programs.

Chairman of the board is the Deputy Minister of Municipal Affairs. Three senior civil servants are appointed to the four person board.

Day to day management of the Town Centre, Industrial Park, mobile home park, other properties, is carried out by a staff of five, under the direction of the Operations Manager. The continuing poor economic climate and mineral markets in the 1983-1984 fiscal year have resulted in reduced mineral extraction. The impact of these conditions has resulted in increased unemployment, reduced population and a lowered tax base.

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Selkirk, Manitoba
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Souris, Manitoba
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